

## Enhancement Training Schedule

*Schedule of Classes for May through August 2008*

Registration for these classes is by **mail, fax, or E-mail**. Please refer to “How To Register For Classes.”

**By Mail:** MORC, Inc.; Attn: Training Department; 1270 Doris Road; Auburn Hills, MI 48326-2617

**By Fax:** (248) 276-8035

**By E-mail:** [training@morcinc.org](mailto:training@morcinc.org)

For additional information, call (248) 276-8164 or E-mail [michael.vincent@morcinc.org](mailto:michael.vincent@morcinc.org).

Oakland County classes are held at the MORC Auburn Hills Office, 1270 Doris Road, Auburn Hills, in the Training Department.

Macomb County classes are held at Macomb Community College, Center Campus, 44575 Garfield Road (intersection of Garfield and Hall Road [M-59]), Clinton Township, in Building H, Room 204.

**NOTE:** Classes will be cancelled two weeks prior to the scheduled date if there are insufficient registrations. Registrants will be notified of cancellations.

**IMPORTANT:** Be sure to allow adequate travel time. Because of the nature of the training content, late arrivals are not normally admitted to class.

The following is the schedule of enhancement classes offered by the MORC Training Department. A list of additional classes available for separate scheduling follows the schedule of enhancement classes.

### **Required Topics and Required Updates**

The following subjects are required for care givers and must be updated annually.

**Annual Rights and Due Process Update** (ONLY for individuals who have previously attended Recipient Rights training; the introduction for these classes is included in the Entry-Level Care Giver Training.) Annual Rights and Due Process Update training may be completed by attending classroom training sessions or may be completed online at the Oakland County Community Mental Health Authority website at [www.occmha.org](http://www.occmha.org). (On the home page, mouse over Rights & Advocacy, and then click on Recipient Rights. At the next page, click on Recipient Rights Training.)

<b>Annual Rights and Due Process Update (classroom session)</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 21, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
May 22, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
June 11, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
June 13, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 02, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 03, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 21, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 25, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 11, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 12, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office

**Bloodborne Pathogens Introduction** (For individuals who have not previously attended Bloodborne Pathogens training.)

<b>Bloodborne Pathogens Introduction</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 16, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
June 09, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
June 24, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 07, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 01, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 21, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office

**Bloodborne Pathogens Update** (ONLY for individuals who have previously attended Bloodborne Pathogens training.)

<b>Bloodborne Pathogens Update</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 16, 2008	1:30 p.m. to 3:00 p.m.	Macomb Community College
June 09, 2008	1:30 p.m. to 3:00 p.m.	MORC Auburn Hills Office
June 24, 2008	1:30 p.m. to 3:00 p.m.	Macomb Community College
July 07, 2008	1:30 p.m. to 3:00 p.m.	MORC Auburn Hills Office
August 01, 2008	1:30 p.m. to 3:00 p.m.	Macomb Community College
August 21, 2008	1:30 p.m. to 3:00 p.m.	MORC Auburn Hills Office

**Infections Disease Control** (ONLY for care givers who are not defined by job description as “Category A” employees [that is, are not likely to be exposed to blood or blood-related body fluids in the course of their job duties] and whose employment circumstances require “control of infectious diseases,” instead of bloodborne pathogens training.) This training is updated every three years.

<b>Infectious Disease Control</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 09, 2008	1:00 p.m. to 3:00 p.m.	MORC Auburn Hills Office
May 09, 2008	5:00 p.m. to 7:00 p.m.	MORC Auburn Hills Office
May 27, 2008	10:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
May 27, 2008	3:00 p.m. to 5:00 p.m.	MORC Auburn Hills Office
June 20, 2008	1:00 p.m. to 3:00 p.m.	MORC Auburn Hills Office
June 20, 2008	5:00 p.m. to 7:00 p.m.	MORC Auburn Hills Office
July 11, 2008	10:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 11, 2008	3:00 p.m. to 5:00 p.m.	MORC Auburn Hills Office
July 31, 2008	1:00 p.m. to 3:00 p.m.	MORC Auburn Hills Office
July 31, 2008	5:00 p.m. to 7:00 p.m.	MORC Auburn Hills Office
August 13, 2008	10:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 13, 2008	3:00 p.m. to 5:00 p.m.	MORC Auburn Hills Office
August 29, 2008	1:00 p.m. to 3:00 p.m.	MORC Auburn Hills Office
August 29, 2008	5:00 p.m. to 7:00 p.m.	MORC Auburn Hills Office

**Cultural Competency and Limited English Proficiency Update** (ONLY for individuals who have previously attended Cultural Competency and Limited English Proficiency training; the introduction for these classes is included in the Entry-Level Care Giver Training.)

<b>Cultural Competency and Limited English Proficiency Update</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 09, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
May 09, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
May 19, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
May 19, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
May 30, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
May 30, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
June 13, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
June 13, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
June 17, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
June 17, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
June 30, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
June 30, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
July 16, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 16, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
July 23, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 23, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
August 04, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 04, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
August 06, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 06, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
August 27, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 27, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
August 28, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 28, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College

The following classes are offered to care givers, supervisors, foster parents, and MORC employees in order to support the needs of the individual and the requirements of the plan of service. When the topics relate specifically to the Individual Plan of Services, these classes meet the training requirement for staff for ongoing training.

<b>Back Power: Back Injury Prevention</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
May 16, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
June 20, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 18, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 22, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office

<b>Personal Care/Community Support Log/Time Study</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
July 02, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 02, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
July 03, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 03, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
July 23, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
July 23, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
July 24, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
July 24, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College

<b>Personal Care/Community Support Log/Time Study</b>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
August 01, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 01, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
August 05, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 05, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College
August 22, 2008	9:00 a.m. to 12:00 p.m.	MORC Auburn Hills Office
August 22, 2008	1:00 p.m. to 4:00 p.m.	MORC Auburn Hills Office
August 26, 2008	9:00 a.m. to 12:00 p.m.	Macomb Community College
August 26, 2008	1:00 p.m. to 4:00 p.m.	Macomb Community College

### **Enhancement Classes**

The following classes do not appear on the May through August 2008 Enhancement Training Schedule. Providers, managers, and supervisors may request separate scheduling for these classes, subject to availability of open dates and Training staff. Please coordinate requests for these classes directly through MORC's Director of Training at (248) 276-8164.

### **Dietary:**

Cholesterol Restricted/Low Fat Diets – 2 hours  
 Diabetic/Hypoglycemic Diets – 2 hours  
 Dysphagia and Textures – 3 hours  
 Food Service Standards – 2 hours  
 Healthy Eating – 2 hours  
 Menu Planning for Group Home Managers – 2 hours  
 Sodium Restricted Diets – 2 hours  
 Weight Control – 2 hours

### **Health and Safety:**

Advanced Health and Medications – 12 hours  
 Fire Safety – 2 hours  
 Hepatitis/Universal Precautions – 3 hours  
 Medication Update – 6 hours  
 Psychotropic Medications – 3 hours  
 Seizure Disorders – 2.5 hours

### **Speech and Language:**

Basic Sign Language – 2 hours  
 Communication Options for the Nonverbal – 2 hours

### **Supporting and Care Giving:**

Alzheimer's Disease: Keys for Care Givers – 3 hours  
 First Aid for Laundry – 2.5 hours  
 Grief and Loss – 2 hours  
 In My Town: Community Presence and Participation – 4 hours  
 Individual Program Planning & Person-Centered Planning for Home Managers – 2 hours

### **Management Enhancement Training**

Building a Gentle Environment – 6 hours  
 Conflict Management – 3 hours  
 Home Organization and Scheduling – 3 hours  
 Problem Solving – 6 hours  
 Retraining the Experienced Employee – 3 hours  
 Stress Management – 3 hours